



**Office of the Governor  
Washington Place**

**Conditions and Guidelines for the Use of Washington Place**

**Overview:** Washington Place is the only Governor's Mansion in the United States that once belonged to a Queen. It is a symbol of Hawai'i's past and evokes the Hawaiian legacy of Queen Lili'uokalani. The property is also the official residence of the Governor for the State of Hawai'i. Therefore, your event should appropriately reflect this "sense of place."

Please use the following guidelines when planning your function. These guidelines will serve as conditions for the use of Washington Place.

**Sponsor:** The sponsor will ensure that these conditions and guidelines are met and will be responsible for all invited guests, the caterer and any expenses the organization may incur. The sponsor will be responsible for any damages incurred by the sponsor, guests, volunteers and caterer.

The sponsor is required to be on-site prior to the arrival of any catering staff, event volunteers, entertainers, etc. The sponsor will be responsible for check-in of any individuals who are not driving onto the property.

**Fees:** Washington Place is a registered National Historic Site and its upkeep is supported by public and private funds. The Washington Place Foundation suggests a donation for the use and maintenance of the facility.

**Request:** Function space requests must be in writing or e-mailed. Pertinent information outlining the event and background information about the organization are also required.

**Confirmation:** The function space request will be confirmed 90 days prior to the event. This timetable will help ensure the availability of Washington Place for any official event held by the Governor. The Office of the Governor reserves the right to reassign a function date at any time.

**Hours:** The recommended hours for functions at Washington Place are:

Breakfast: 7:30 a.m.-9:30 a.m.  
Lunch: 11:30 a.m.-1:30 p.m.  
Reception: 5:30 p.m.-7:30 p.m.  
Dinner: 6:00 p.m.- 8:30 p.m.

Requests for advance set-up of equipment must be made during the initial planning stage. Requests will be confirmed on an individual basis. The property is the official residence of the Governor, therefore all function activity must conclude by 10:00 p.m. The sponsor and caterer must be off the premises by this time.

**Invitations:** Invitations will include the official Hawai'i state seal, with final proofs submitted to this Office for approval. Appropriate ADA (Americans with Disabilities Act) language must be printed on the invitations, along with information regarding parking and appropriate attire (aloha, business, semi-formal or evening). Slippers, shorts and tank tops are not permitted. Printing costs are the organization's responsibility.

**Entertainment:** The sponsor may provide entertainment for the function. Entertainers must report at least 30 minutes prior to the event start time, or even earlier to set up a sound system. A grand piano is available for the entertainers' use. A tuning fee will be applicable, if needed. Only entertainment in good taste and of moderate volume will be permitted.

A list of entertainers' names and ages (if under 21) must be submitted to this Office four (4) days prior to the event for security purposes.

**Program, Guest and Event Workers Lists and Nametags:** A program timeline, a typed alphabetized guest list (including names and addresses) and an Event Workers List must be submitted to this Office four (4) days prior to the function for security purposes. The sponsor should submit one (1) "typed" Event Workers List including the names of *all* catering staff, event workers, entertainers and volunteers. This list should also include the individual's affiliation to the event and arrival time.

Additional names for the guest list will not be accepted later than two (2) days prior to the event. Nametags are to be prepared for all guests and placed in alphabetical order on the reception table at least 30 minutes prior to the event start time.

**Staff or Volunteers:** There will be no admittance of catering staff, event workers or volunteers through the Miller Street back gate. Only persons authorized for on-site parking will be allowed through the back. The sponsor is responsible to check-in all walk-on catering staff, event workers and volunteers at the Beretania Street front gate entrance. The sponsor may choose to designate another individual for this task.

There will only be two (2) “group entries” for catering staff, event workers and volunteers who enter the premises through the Beretania Street front gate. For most events, the catering staff should arrive two to three hours prior to the start time. The sponsor may want to do the first “group entry” for catering staff and the second for event staff and volunteers. “Group entries” will have a ten-minute time frame during which catering staff, event workers and volunteers may enter the gate.

The sponsor will be responsible for obtaining a minimum of eight (8) staff members or volunteers to assist in hosting the function. They must report at least one hour prior to the event and present photo identification.

Two (2) people familiar with the names of invitees must be stationed at the front gate with an alphabetical guest checklist. Guests who are not on the list will be flagged and verified with the sponsor before being allowed entry to Washington Place.

Two (2) people must staff the reception table for nametag distribution and welcoming of guests. Nametags should be pre-printed and placed in alphabetical order. The sponsor is responsible for purchasing and printing the nametags. Food and beverages are not to be consumed at the reception table.

Four (4) people will serve as hosts or hostesses in the home. Two (2) of the four (4) people will welcome guests to the home, inform guests about the locations of restrooms and prevent any damage to furnishings. One (1) person must be stationed at the steps of the patio at all times to ensure that food and beverages are confined to the patio area. One (1) person is to be stationed in the hallway nearest the State Dining Room.

Volunteers must remain stationed inside the house for the event’s duration. The sponsor will decide which volunteers are assigned to particular posts. Volunteers will act as guardians of the various rooms and artifacts, making sure no one is sitting on, touching or damaging these items.

**Media and Public Relations:** If you plan to invite the media to your event, please contact our office at (808) 586-0240 with the names of reporters and photographers expected to attend. The Governor's Communications Staff must approve any news releases.

A confirmation for function space does not guarantee that the Governor and/or Lieutenant Governor will be in attendance.

**Docent Tours:** A docent-led tour of Washington Place may be requested. Docents volunteer their time to share information about the history of Washington Place and the Queen and past Governors who resided here. Please be aware that your request may be denied due to the unavailability of docents.

**Parking/Valet:** Parking on the property is very limited with only four (4) stalls available for the disabled, the sponsor and the caterers. Two (2) parking spaces will be made available for the caterers. Parking is not allowed at the Washington Place porte-cochere.

To drive onto the Washington Place premises, the following information regarding each vehicle is required for security purposes:

- Driver and passenger names
- Year and make of vehicle
- Vehicle license number
- Entry date and time of arrival

There are two (2) parking stalls reserved for catering vehicles along one side of the house. Caterers are to park in these stalls in case they need to obtain equipment/supplies from their vehicles during the event. The other two (2) stalls for the sponsor are located in the back parking lot. Once individuals park their vehicles in these stalls, they are to enter the "event site" by walking on the far right walkway nearest to St. Andrew's Cathedral.

To ensure entry into Washington Place, the attached form is to be completed and faxed to this Office at (808) 586-0790 no later than four (4) days prior to the event. All drivers and passengers should be prepared to show photo identification. The sponsor should submit one (1) "typed" On-Site Parking List that includes *all* catering staff, event workers, disabled persons or distinguished guests who require parking. It is the responsibility of the sponsor to ensure that only four (4) stalls are assigned to their event.

The Department of Health parking lot adjacent to Washington Place will be available weekday evenings after 4:30 p.m. and anytime on weekends. Nearby municipal parking lots are available anytime during the week. Valet service is available through an outside supplier.

**Security:** All guests – including caterers, drivers, staff members and volunteers – are subject to search by security personnel. Guests entering the front gate may be subject to a bag inspection.

The names of all catering and event personnel must be submitted to this Office four (4) days prior to the event for security clearance. All persons should be prepared to show photo identification.

A security charge for a minimum of one (1) special duty sheriff's deputy for at least four (4) hours at a rate of \$20.00 per hour will be applicable. The deputy will control the front gate and be assigned to your event.

If the sponsor is unable to be on-site prior to the arrival of all catering staff, event workers and volunteers, the deputy can be assigned to check-in duty at the Beretania Street front entrance. If the sponsor chooses this option, the deputy must be on-site prior to the arrival of any catering staff, event workers and volunteers. Once the event begins, the deputy will not be responsible to check-in any individuals, including guests.

A payment by check will be made directly to the deputy. Please contact Alan Leung with the Department of Public Safety at (808) 586-1355 to arrange the hiring of a deputy.

The Washington Place property houses the Governor's residence and the Washington Place Museum. There is a distinguishable driveway between the Governor's residence and the museum. No catering staff, event workers, volunteers or guests may cross this driveway into the Governor's residential area.

**Caterers:** It is the responsibility of the sponsor and caterer to ensure food safety. Caterers will be required to provide this Office with a Certificate of Insurance and a Caterers Permit from the Department of Health prior to the event. All health, sanitation and food handling requirements must be strictly observed at all times. Upon booking a caterer, the sponsor may inquire if a caterer has met these conditions and if the Certificate of Insurance and Caterers Permit are on file with this Office.

The caterer is required to obtain a Certificate of Insurance with a minimum of \$1,000,000 comprehensive liability, showing the State of Hawai'i as "additional insured."

Prior catering experience at Washington Place is recommended. The kitchen facilities and supplies are not available for the caterer or sponsor's use. As directed by the Department of Health, a kitchen tent and hand-washing sink are required. Only freestanding tents are permitted.

The caterer must submit a menu and proposed table layout to this Office and will be responsible for event set up, servicing and clean up. The caterer must be present and available throughout the function. Drop-off food service is not permitted.

Catering staff should use the Washington Place restrooms designated for event guests. Catering personnel are not allowed access across the Governor's driveway to use the outdoor Washington Place staff restroom.

**Reception or Buffet:** Food stations and tables must be clothed and skirted. Hot food items must be served in chafing dishes heated by sternos, and cold items must be served on ice or in chilled bowls or trays. The use of plastic ware and paper napkins will be permitted for receptions and buffet service. Paper plates and cups are not acceptable.

**Sit-Down Service:** China, glass and silverware must be used for sit-down service. Table linens will be dressed with cloths and napkins. Centerpieces are recommended.

**Food Preparation/Dish-Out Tent:** A covered tent for food preparation or dish-out is required. A sink with running water, soap dispenser, paper hand towels and a container to collect wastewater is mandatory. Food preparation employees must wear hair netting and latex gloves when handling food. Food must be stored at proper temperatures: cold items at 45 degrees or less and hot items at 140 degrees or higher. Barbecuing or any other type of cooking on the premise must be pre-approved. If approval is granted, a fire extinguisher must be available.

**Alcoholic Beverages:** A no-alcohol policy is recommended. Beer and wine service may be permitted if pre-approved by this Office. City and County of Honolulu liquor laws and rules of the Liquor Commission will be strictly followed. Only a registered server may dispense liquor to guests. All bottled and canned beverages must be served in glass or plastic cups.

Food and beverages are not permitted in the house. Clean up is to begin immediately at the end of the program. The premises must be cleaned and the caterer must have departed no later than 10:00 p.m. for all evening functions. The caterer's responsibilities include: providing trash receptacles and trash bags, ensuring that guests are serviced throughout the event, removing trash bags from Washington Place at the end of the event, and restoring the premises by returning patio equipment to its original locations.

Appropriate attire is required (slippers, shorts and tank tops are not permitted). Employees must exhibit excellent conduct at all times.

**Contact Information:** For further information, please contact:

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